

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Thomas J Harriger			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Hot Mix Asphalt (HMA) Testing , primarily at the Kalkaska HMA Lab, North Region				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 1/1/07 THROUGH 3/31/07

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL DUE DATE 3/19/07	TIME DUE 4:00 PM
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Thomas J Harriger
MDOT North Region Office
1088 M-32 East
Gaylord, MI 49735

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES
As Needed Hot Mix Asphalt (HMA) Testing**

2007 CONTROL SECTION & JOB NUMBERS:

43012 – 79565A	67015 – 59970A
51012 – 60068A	83012 – 79561A
83021 – 85397A	28042 – 86052A
40012 – 60346A	45071 – 60285A

These projects are scheduled for the **2007** construction season. An equivalent amount of HMA testing work is anticipated for the **2008** construction. Other projects performed throughout the Region which require HMA testing may be added.

PROJECT LOCATION:

This scope of services will be provided at primarily, but not limited to, the Kalkaska HMA Testing Laboratory. The projects requiring testing services will be administered primarily by, but not limited to, the Cadillac or Traverse City Transportation Service Centers (TSC).

DESCRIPTION OF WORK:

Provide complete HMA testing services, as needed and requested by the Project Manager, for the Michigan Department of Transportation (MDOT) North Region. This work includes:

- Completion of all HMA Quality Assurance Testing requirements and other HMA Testing as directed.
- Completion of all paperwork necessary for the project files.
- Testing services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling.
- Testing services from one or more vendor may be utilized concurrently at the HMA Testing Lab.
- The Consultant shall work under the direction of the Resident Engineer/Transportation Service Center Delivery Engineer.

ANTICIPATED START DATE: **May 15, 2007**

ANTICIPATED COMPLETION DATE: **May 15, 2009**

PRIMARY PREQUALIFICATION CLASSIFICATION:

Bituminous Plant Inspection & Testing Services

E. Project Documents

All current versions of the following publications and documentation:

- Construction Contracts involving bituminous operations
- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT Materials Sampling Guide
- Bureau of Highway Instruction Memorandum
- And any and all other references, guidelines, or procedure manuals needed to carry out the work described herein in an appropriate manner

F. North Region Transportation Service Centers

Alpena TSC
1540 Airport Road
Alpena, MI 49707
989-356-2231

Cadillac TSC
100 E. Chapin Street
Cadillac, MI 49601
231-775-3487

Grayling TSC
1680 Hartwick Pines Road
Grayling, MI 49738
989-344-1802

Traverse City TSC
2084 US-31S, Suite B
Traverse City, MI 49684
231-941-1986

G. North Region HMA Testing Laboratories

Kalkaska HMA Testing Laboratory
Kalkaska Maintenance Garage
809 Birch Street
Kalkaska, MI 49646
231-258-2327

Hillman HMA Testing Laboratory
Hillman Maintenance Garage
410 N. State Street
Hillman, MI 49746
989-742-4223

CONSULTANT RESPONSIBILITIES

- A.** All Consultant personnel involved in testing HMA mixture shall possess and maintain industry certification in the Michigan Bituminous QA/QC Technician Certification Program. No substitution of personnel shall be allowed without the approval of the Project Manager in charge of this contract.
- B.** All Consultant personnel shall be responsible to be "drug free".
- C.** The Consultant shall provide, to the satisfaction of the Department, all testing services required to complete the Departments requirements for HMA Quality Control and Quality Assurance Testing for all North Region construction projects. The Consultant shall perform all reporting, measurement, computation, and documentation required by the Project Documents and as directed by the Project Manager.

- D.** All work performed by the Consultant shall be in compliance with the contract documents and the standard practices of the Department. Sampling frequencies shall be as prescribed in the Project Documents. No variation will be permitted except on written order of the Department.
- E.** The Consultant shall immediately bring to the attention of the North Region Traveling Mix Inspector, TSC Delivery Engineer and Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.
- F.** The Consultant shall provide their own transportation to and from the MDOT HMA Testing Lab to perform these services.
- G.** All personnel involved in testing HMA mixture shall have cellular phones and be responsible for paying all phone costs associated with this project. If the cellular phones provided by the Consultant are not carried on the person of the tester, pagers shall also be provided.
- H.** The Consultant shall deliver all documentation to the Transportation Service Center and be responsible for sending reports to the Transportation Service Center, HMA Testing Lab in Lansing and the Contractor as well as bagging, tagging and preparing daily samples for pickup by MDOT personnel.
- I.** The Consultant shall be proficient in working with English and metric units.
- J.** The Consultant shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- K.** The Consultant shall attend all project related meetings when directed by the Project Engineer Manager.
- L.** The Consultant shall provide mentoring and training to MDOT personnel, at the HMA Testing Lab, for all testing services required to complete the Departments requirements for HMA Quality Control and Quality Assurance Testing.
- M.** The consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc at (352) 381-4400, or fax (352) 381-4444 or (www.fieldmanager.com) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software can not be charged as a direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT."

MDOT RESPONSIBILITIES

- A. The Project Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, plan revisions, written instructions, report forms, and/or data as deemed necessary by the Project Manager for the services required herein.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on this Contract. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Contract. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager.

The hours billed for the inspector will not begin until the inspector reports to the HMA laboratory. Direct expenses will not be paid in the excess of that allowed by the Department for its own employees.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project is 11.0%.